



FAIRVIEW DEVELOPMENTAL CENTER JOB OPPORTUNITY BULLETIN

VOCATIONAL INSTRUCTOR (CULINARY ARTS)

SALARY RANGE	\$4000 - \$5254 (A); \$4183 - \$5497 (B); \$4384 - \$5758 (C); \$4590 - \$6033 (D); \$4807 - \$6315 (E); \$5038 - \$6951 (F)
TENURE/TIME BASE	Permanent, Full Time
PROGRAM/DEPARTMENT	Central Program Services
FINAL FILING DATE	November 12, 2015

DESCRIPTION OF DUTIES: Under supervision of the Supervisor Vocational Services, this individual will conduct appropriate educational and vocational assessments/evaluations of students. Participates as a member of the Interdisciplinary Team in the development and implementation of the individual plan. Prepares and maintains required documentation such as student attendance records, monthly progress recording, and daily production records. Develops individualized educational or vocational programs for all clients enrolled in his/her classes. Participates in and assesses the development of an individualized education curriculum. Assesses the need for supplies and equipment and participates in the ordering and expenditure of allocated funds. Coordinates work sites and classroom activities and responsible for renewing their professional credentials and verifying receipt of same with supervisor by the expiration date. Implements the use of the medical/behavior interventions as identified in the individualized plan. Attends and participates in training as required. Communicates pertinent information about clients to other Trainers, IPC, and Supervisor and residence staff as needed. Other duties as assigned.

WHO MAY APPLY: Candidates with list and transfer eligibility for the classification will be considered. Appointment will be subject to Departmental Restriction of Appointment (DROA), State Restriction of Appointment (SROA)/Surplus, and Reemployment list procedures. Applications will be reviewed and only the most qualified candidates will be scheduled for interviews. **Note:** Appointment subject to pre-employment physical and fingerprint clearances. Applications can be obtained from the Testing Office of Fairview Developmental Center or from the State Personnel Board website www.spb.ca.gov. **Applications must be received in the Personnel Reception Office by no later than the close of business of the final filing date (4:30 PM). Applications postmarked, personally delivered or received via interoffice mail after the final filing date will not be accepted. Faxed applications or resumes will not be accepted.**

PLEASE SEND YOUR COMPLETED STATE APPLICATION (STD. 678) TO:

FAIRVIEW DEVELOPMENTAL CENTER
TESTING OFFICE, ROOM 211
2501 HARBOR BLVD.
COSTA MESA CA 92627
(714) 957-5255

IMPORTANT: PLEASE INCLUDE THE PROGRAM/DEPARTMENT NEXT TO THE JOB TITLE ON THE APPLICATION OR IT WILL NOT BE CONSIDERED FOR THE VACANCY.

FAIRVIEW IS AN EQUAL OPPORTUNITY EMPLOYER TO ALL REGARDLESS OF RACE, COLOR, CREED, NATIONAL ORIGIN, ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, AGE OR SEXUAL ORIENTATION.

CLASSIFICATION TITLE: VOCATIONAL INSTRUCTOR (CULINARY ARTS)
RELEASE DATE: 10/28/15